

TAHUN PELAJARAN 2020-2021

**DIKTAT BAHASA INGGRIS
ENGLISH FOR VOCATIONAL SCHOOL XII**

SEMESTER 1

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HALAMAN PENGESAHAN


Penyusun Diktat Bahasa Inggris untuk siswa Sekolah Menengah Kejuruan (SMK) Tingkat XII Semester 1 telah diperiksa dan disahkan di ketahuan oleh kepala sekolah pada tanggal, 18 Oktober 2021

Disahkan Oleh

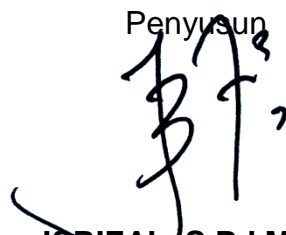
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DAFTAR ISI

HALAMAN JUDUL.....	i
HALAMANGAN PENGESAHAN	ii
DAFTAR ISI.....	iii
TUJUAN DIKTAT PELAJARAN	v
UNIT 1. BIOGRAPHY (RECOUNT TEXT)	1
1. Kompetensi Dasar.....	1
2. Indikator Pencapaian Kompetensi.....	1
3. Tujuan Pembelajaran	1
4. Uraian isi Pelajaran	1
5. Penjelasan terori	2
6. Sajian Contoh	3
7. Soal Latihan	5
UNIT 2 ADVERB CLAUSE (USING PREPOSITION TO SHOW CAUSE AND EFFECT).....	9
1. Kompetensi Dasar	9
2. Indikator Pencapaian Kompetensi.....	9
3. Tujuan Pembelajaran	10
4. Uraian isi pelajaran	10
5. Penjelasan teori	11
6. Sajian contoh	13
7. Soal latihan	14
UNIT 3. WRITING REPORT	17
1. Kompetensi Dasar.....	17
2. Indikator Pencapaian Kompetensi.....	17
3. Tujuan pembelajaran	17
4. Uraian isi pelajaran	18
5. Penjelasan teori	18
6. Sajian contoh	20
7. Soal latihan	22
UNIT 6. APLICATION LETTER.....	25
1. Kompetensi Dasar.....	25
2. Indikator Pencapaian Kompetensi.....	25
3. Tujuan pembelajaran	25
4. Uraian isi penjelasan	25
5. Penjelasan teori	25
6. Sajian contoh	27
7. Soal latihan	28

DAFTAR PUSTAKA.....	31
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TUJUAN DIKTAT PELAJARAN

1. Tujuan diklat pelajaran bahasa inggris ini hanya digunakan untuk kalangan siswa-siswi SMKN 5 Bengkulu Utara Tahun Pelajaran 2020-2021 Semester 1 (Satu) Semester Ganjil
2. Sebagai bahan materi pembelajaran bagi siswa-siswi SMKN 5 Bengkulu Utara Semester Ganjil
3. Sebagai Bahan materi Pendamping bagi guru bahasa inggris di SMKN 5 Bengkulu Utara Tahun Pelajaran 2020-2021

UNIT 1 BIOGRAPHY (RECOUNT TEXT)

Kompetensi Dasar

- 3.24. Menganalisis fungsi sosial, struktur teks dan unsur kebahasaan pada teks biografi tokoh sesuai dengan konteks penggunaannya
- 4.24. Menyusun teks biografi lisan dan tulis, pendek dan sederhana dengan memperhatikan fungsi sosial, struktur teks dan unsur kebahasaan yang benar dan sesuai konteks

Indikator Pencapaian Kompetensi

- 3.1. Menjelaskan jenis teks biografi tokoh
- 3.2. Mengidentifikasi struktur teks biografi tokoh
- 3.3. Menentukan makna kata yang terdapat dalam teks biografi tokoh
- 3.4. Menyimpulkan isi teks biografi tokoh
- 4.1. Menyusun teks biografi tokoh Indonesia sesuai dengan konteks
- 4.2. Menyusun teks biografi tokoh luar negeri sesuai dengan konteks

Tujuan Pembelajaran

Setelah dan sesudah mempelajari teks biografi tokoh, siswa diharapkan dapat menjelaskan jenis teks biografi, mengidentifikasi struktur teks biografi tokoh, menentukan makna dan menyimpulkan isi teks biografi tokoh serta menyusun teks biografi tokoh Indonesia dan luar negeri sesuai konteks

Uraian Isi Pelajaran

Pada materi ini terdiri dari kompetensi dasar, indikator pencapaian kompetensi tujuan pelajaran, ringkasan materi, contoh soal dan latihan-latihan.

MATERIAL SUMMARY

❖ Pengertian Biografi

Commonly a biography is someone's life story that is written by another person. Another person who writes someone's life story or biography namely biographer. While the subject who is his life is written as a biography namely biographee.

You can use recount text to write someone's biography. Recount text usually tell someone about something. It gives an account of an event or experience. Biographical text or essay is a comparatively short work of nonfiction about certain aspects of someone's life in chronologically.

The subject of biography is the life of an individual. Person or individual that is commonly written as biography is the life of an individual. Person or individual that is commonly written as biography is a famous person. Important person, artist, athlete and many more. There are many examples biography that come from Indonesia and foreign such as biography of Soekarno, Mohammad Hatta, Bung Tomo, R.A. Kartini, Cut Nyak Dien, and many more, while, the examples of biographies that come from foreign are biography of Michael Jackson, Michael Jordan, Pele, Leonardo da Vinci, Alfred Nobel and many more. All of them are famous and important person, they have contributed to their country and to humanity.

❖ **Generic structure**

Orientation : pengenalan informasi tentang tokoh, tempat dan kapan peristiwa atau kegiatan itu terjadi di masa lampau.

Event : Serangkaian peristiwa atau kegiatan yang terjadi. Biasanya diceritakan secara berurutan, misalnya "on the first the second day , "(dihari pertama, dihari kedua,)

Reorientation : akhir dari cerita dan bersifat opsional.

❖ **Language form**

Recount text biasanya memiliki unsur kebahasaan tertentu, contohnya sebagai berikut :

Noun : Kata benda tertentu sebagai kata ganti orang, seperti nama orang.

Past tense : menggunakan kata kerja bentuk lampau, misalnya went, visited, worked, dll

Time connective : kata penghubung waktu untuk mengurutkan kejadian, misalnya after, before, then, after that, dll

Action Verb : kata kerja yang menunjukkan peristiwa atau kegiatan, misalnya stayed, climbed, wrote, dll

Adverbs : kata/frase keterangan untuk menunjukkan waktu, tempat dan cara misalnya yesterday, last year, at home, slowly, carefully, dll

Examples :

❖ Contoh Indonesia Biography

Mohammad Hatta or often called Bung Hatta was the first vice president of Indonesia. Mohammad Hatta was born in Bukit Tinggi, West Sumatra on August 12th, 1902. His father is Haji Mohammad Djamil and his mother is Siti Saleha. His father died when he was eight months old. Hatta married Rahmi Hatta on November 18th, 1945. The couple had three children named Meutia Hatta, Gemala Rabbiah Hatta, and Halide Nuriah Hatta.

Hatta started his education at a private school named Sekolah Melayu. Then he went to ELS (Europa Language School). He continued his school to MULO (Meer Uitgebreid Lager Onderwijs). Hatta began to show his interest in politics and national movement since he was chosen as the treasurer.

In 1919, Hatta went to Hogere Burgerschool (HBS) in Batavia (Jakarta). He finished his study with distinction in 1921 and he was allowed to continue his study at Rotterdam School of Commerce in the Netherlands. He took economics as his major and got a doctorandus degree. He then continued to pursue his doctorate degree, but he didn't finish his thesis because politics had taken over his life.

In the Netherlands, Hatta joined the Indische Vereeniging. In 1922, Indische Vereeniging changed its name to Indonesische Vereeniging (Perhimpunan Indonesia). Hatta was the treasurer from 1922-1925 and then became the chairman from 1926-1930. Perhimpunan Indonesia then changed from a student organization to a political organization that demanded for Indonesia's independence. It expressed its voice through a magazine called Indonesia Merdeka of which Hatta was the editor.

❖ Contoh Foreign Biography

Cristiano Ronaldo is a football player from Portugal. He is a player who plays as a winger or center forward. He currently plays in the Spanish league with Real Madrid and Portugal national team as a player and captain.

Ronaldo was born on February 5th, 1985, in Madeira, Portugal. His father is José Dinis Aveiro and his mother is Maira Dolores dos Santos Aveira.

Ronaldo's career began at the age of 8 years where he joined Andorinha for 2 years (1993-1995) and then moved to nacional de madeira (1995-1997), and sporting Lisbon (2001 to 2003) during the junior . since he was the 14Th, he agreed with his mother to focus on football.

Sporting Lisbon in 2001 to 2003 he wore number 28. He played 25 times and score 3 goals. In 2003, Manchester united and sporting hold a friendly match. Surprisingly Mu Who was more superior, defeated (3-1) by sporting. The victory couldn't be sparated by the brilliant performances of Ronaldo at that time.

In 2003, Ronaldo was transferred from sporting Lisbon to Manchester united as the most talented young player. Sir alex ferguson gave Ronaldo jersey number 7. Since joining Manchester, Ronaldo suffered a very significant body transformation, from slender to muscular. His height of 187 cm certainly made in him e very dangerous player.

After seven years of grazing with the red devils Ronaldo finally made a sensation in the word by breaking the record transfer fee of 80 milion pounds, or around 1.3 trilion rupiahs, made him as the most expensive player in football history.

Along with real Madrid, Ronaldo became more powerful. He managed to record a variety of carving football history. Such as the first player who managed to score 40 goals in a single la liga season. Even in 2016, he won the tilte with the national team of Portugal as European champions in 2015-2016

With his achievments, no doubt that he will be remembered as one of the best football players in the world.

EXERCISES

TASK 1

Identify the concept of biography text below !

Definition – subject biography

Type of text – Indonesian biography –

Foreign biography – examples

TASK 2

Look at the pictures and discuss the following questions !



Question !

1. Have you ever read some biographies ?
2. Who and what are those people ?
3. What lesson can you get from the biographies of Indonesia heroes above?

TAS 3

Read the following text loudly and answer the question !



Sutomo is a native of Surabaya, born on October 3, 1920. He is known as a journalist and has worked in various newspapers. Quoted from the book *Horizon Social Sciences* by Sudjatmoko Adisukarjo (2006:82), the following are interesting facts about the figure of Bung Tomo:

- Bung Tomo served as Deputy Editor in Chief of the Domei News Agency in Surabaya during the Japanese occupation in 1942-1945

- Bung Tomo actively worked at the Antara News Agency, the Indonesian government-owned news agency in 1945.
- Bung Tomo served as the General Chair of the Indonesian People's Rebellion (BPRI). Through BPRI, Bung Tomo always ignites the fighting spirit of the Indonesian people.
- Bung Tomo was once appointed by President Sukarno to become one of the leaders in the TNI in charge of coordinating the Army (AD), Navy (AL), and Air Force (AU) in the field of information and war equipment.

Question :

1. When was sutomo or bung tomo born ? where was he born ?
2. What did sutomo's father job ?
3. Why did he became famous in scout at the age of 17 ?

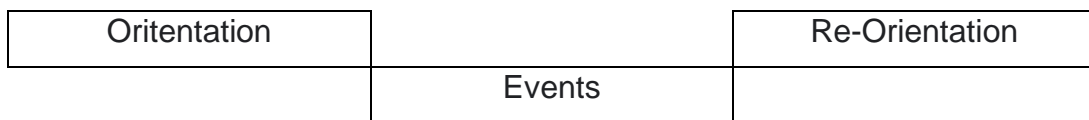
TASK 4

Read the tex above again and then writte T if the statement is true and F if the statement is false based on the text !

No	Statement	T/F
1.	Sutomo grew up in a very poor education	
2.	Sutomo never become a succesful journalist	
3.	Sutomo or bung tomo was born in surabaya, East java, on october 3, 1920	
4.	Sutomo's was elected to become a member of the new people's movement sponsored by japan in 1946	
5.	Sutomo father the head of the family of the middle class	

TASK 5

Identify the statement of generic structure below based on the bung Tomo Text



TASK 6

Arrange the paragraph below into a good biography text !

Dr. Susilo Bambang Yudhoyono is the sixth President of the Republic of Indonesia, and also the country's first directly elected President. President Yudhoyono has assumed a number of self-transformation: from student to soldier, soldier to reformist general, four-star general to Cabinet Minister, Minister to Politician, and politician to President.

President Yudhoyono has an extensive academic background. While joining the US Army Command and General Staff College, Fort Leavenworth, he completed his Master Degree in Management from Webster University in St. Louis, US in 1991. He completed his Doctorate Degree in Agricultural Economics from Bogor Institute of Agriculture in 2004.

President Yudhoyono is also a recipient of several international awards. In 2011, the United Nations named him as the "Global Champion for Disaster Risk Reduction"; in 2010, he received the Gold Standard Award and was named Asia's Top Political Communicator by Public Affairs Asia, based in Hong Kong; and in the same year, he received the "Global Home Tree Award". He was also the recipient of the UNEP Award.

TASK 7

Arrange the indonesia Biography or foreign biography

Instruction :

1. Choose one from the several indonesia biography or foreign biography.
2. Write on the double folio paper with the blue ink.
3. Identify generic structure of biography (recount text)
4. Aswer the question : what lessons can you get from the biography ?

UNIT 2

AVERB CLAUSE

USING PRREPORSITION TO SHOW CAUSE AND EFFECT

(Because, because of, due to ... and thanks to ..)

KOMPETENSI DASAR

- 3.25. Menganalisis fungsi sosial, struktur text dan unsur kebahasaan teks interaksi transaksional lisan dan tulis yang melibatkan tindakan memberi dan meminta informasi terkait hubungan sebab akibat, sesuai dengan konteks penggunaannya. (perhatikan unsur kebahasaan because because of, due to ..., thanks to ...)
- 4.25. Menyusun teks interaksi transaksional lisan dan tulis yang melibatkan tindakan memberi dan meminta informasi terkait hubungan sebab akibat, dengan memperhatikan fungsi sosial, struktur teks dan unsur kebahasaan yang benar dan sesuai konteks.

INDIKATOR PENCAPAIAN KOMPETENSI

- 3.5. Menyebutkan jenis kalimat yang menjelaskan hubungan sebab akibat.
- 3.6. Mengidentifikasi jenis kalimat kalimat utama (topic sentence) dan kalimat pendukung (supporting sentence) dalam kalimat hubungan sebab akibat.
- 3.7. Menentukan jenis kalimat yang terkait hubungan sebab akibat
- 3.8. Menjelaskan fungsi sosial informasi terkait hubungan sebab akibat
- 4.3. Melengkapi kalimat yang terkait hubungan sebab akibat
- 4.4. Menyusun kalimat hubungan sebab akibat

TUJUAN PEMBELAJARAN

Setelah dan sesudah mempelajari kalimat hubungan sebab akibat, siswa diharapkan dapat menyebutkan, mengidentifikasi, menentukan dan menjelaskan kalimat yang terkait hubungan sebab dengan benar dan bertanggungjawab.

URAIAN ISI PELAJARAN

Pada pokok bahasan ini, menjelaskan tentang adverb Clause tentang cause and effect (because, because, of due to and than to). Bab ini akan menjelaskan pengertian ungkapan cause and effect, generic structure, language form, dan penggunaan preposition because, because of, due to and thank to dalam kalimat serta berapa contohnya yang membedakan setiap preposition tersebut.

MATERIAL SUMMARY

❖ Pengertian Cause And Effect

Cause and effect adalah text yang menuliskan tentang analisis diri seorang untuk memberikan suatu pembelajaran yang memiliki beberapa sebab akibat. Sebab yang dianalisis oleh dua atau lebih dan yang lainnya merupakan akibat yang ditimbulkan. Cause and effect biasanya ada di penulisan akademik dari pada penulisan kreatif.

❖ Generic structure

Cause and effect juga mempunyai generic structure yaitu :

1. Susunan dari cause and effect harus mempunyai topic sentence (kalimat utama/pokok) yang akan dibahas mengenai sebab dan akibat
2. Supporting sentences (kalimat-kalimat pendukung) dari cause and effect
3. Concluding sentence (kalimat-kesimpulan dari cause and effect).

❖ Language form

Ordan (1999) merangkum bentuk-bentuk bahasa (language forms) dari cause and effect seperti dibawah ini :

1. Tenses yang digunakan fleksibel atau bisa menggunakan tenses yang mana saja berdasarkan waktu kejadian : dapat menggunakan present (saat ini), pas (lampau), atau akan future (akan datang)
2. Susunan dari kalimat dapat berupa :
 - a. X menyenangkan Y (dengan kata kerja aktif/active verb)
 - b. X disebabkan oleh Y (dengan kerja pasif/passive verb)
3. Kalimat yang kalian terangkan/jelaskan dapat menggunakan active voice atau passive voice
4. Transisi dalam cause and effect meliputi : causes, result, due, to, because, because of, as a result, consequently, etc.
5. Kata kerja yang dapat digunakan dalam pernyataan inti (topic statement) adalah cause, effect, result, etc.
6. Topic dapat dibuat dengan :
 - a. Adanya beberapa cause (sebab) why.....
 - b. Adanya beberapa effect (akibat) of.....
 - c. Peneliti meneliti bahwa ada
7. Menggunakan sudut pandang orang ketiga

❖ Adverb clause (Cause and Effect relationship)

1. Penggunaan “because”

Dalam penggunaan kata “because” kita harus melanjutkan dengan sebuah klausa atau sebuah kalimat sempurna. Dimana kalimat ini terdiri dari subjek dan predikat.

- | |
|--|
| <ol style="list-style-type: none">1. Because clause, main clause2. main clause + because clause |
|--|

Keterangan :

Kalau because nya dibawah kalimat, janganlupa untuk memberikan tanda koma, contoh penggunaan because dalam kalimat bahasa inggris :

- a. The students was late because it had started to rain
 - b. Because there was a demonstration on the road, Mr. Andrew arrived late.
 - c. It was difficult to deliver a message because the connection was lost
 - d. Gilang dirga and his wife plan to spend their vacation abroad because the weather is fresh there
 - e. My parents are here because today is mt birthday
2. Penggunaan “because of and due to”

Because of

Penggunaan kata “because of” kita tidak membutuhkan kalimat utuh namun kita cukup melanjutkannya dengan objeknya saja. Objek ini dapat berupa : noun (kata benda, pronoun (kata ganti) atau verb- ing

..... Because of + noun (phrase/pronun/

Contoh penggunaan because of dalam bahasa kalimat bahasa inggris :

1. Because of the storm, my father arrives at the office at eleven o'clock
2. Because of the traffic jam, mr andrew arrived late
3. Because of you my life has changed
4. I was bored because of her speech
5. Anita loves you because of the money

Due to

Due to juga merupakan bentuk kata atau preposisi dalam bahasa Inggris yang memiliki makna yang hampir sama dengan because of, arti dari kata due to yaitu karena, namun disini due to berfungsi sebagai sebuah adjective atau kata sifat. Sebagai sebuah adjective tentu saja due digunakan untuk menjelaskan non atau kata benda dalam bahasa Inggris.

Bagaimana contohnya dalam bahasa Inggris :

1. This stomachache is due to that food (sakit perut ini disebabkan oleh makanan itu)
2. My sickness is due to unhealthy food (penyakit ku disebabkan oleh makanan yang tidak sehat)
3. His frustration was due to that girl (frustasinya disebabkan oleh gadis itu)
4. My failed was due to this laziness (kegagalan ku disebabkan oleh kemalasan)
5. This hate was due to his character (kebencian ini disebabkan oleh karakternya)

Thanks to

Berbeda dengan dua preposisi sebelumnya, thanks to dipakai untuk menjelaskan bahwa sesuatu terjadi sebagai hasil dari sesuatu yang baik/positif. Maka, thanks to tidak bisa menggantikan because of dalam kalimat pertama diatas. Tetapi frasa ini bisa menggantikan dua frasa lain dalam kalimat kedua. Frasa ini lebih tepat diartikan berkat dalam pengertian.

Contoh :

Thanks to his hard work, he is now a very successful businessman (berkat kerja kerasnya, sekarang menjadi wirausaha sukses)

EXERCISES

TASK 1

Read the dialogue below and find out the expression of the cause and effect

Dialogue 1

- Jhon : Hey, can I get my book that you borrowed from me last week ? I need it
- Clara : Oh I am sorry, I forgot to bring it, it's because of my older brother, he made such a fuss in the morning
- Jhon : It's ok don't blame him though, so can you bring it tomorrow ? I need it due to my upcoming blog post, I want to review the book.
- Clara : It's absolutely his fault, thanks to him, I had to eat breakfast in subway and forgot to bring your book.

Dialogue 2

Carol and christ are childhood friends and they're having a reunion in a café

- Carol : It has been a while isn't it ?
- Christ : Yup ! it's kind a sad that I had to move due to my mom's job.
- Christ : It's not bad. At the first day the student council gave me a tour of the school.
- Carol : That's wonderful joining the basketball club was your dream, I am so happy for you.
- Christ : But I still miss the day we've spent together

TASK 2

Identify the dialogue on task 1 to find the topic sentence and supporting sentence.

Dialogue	Topic sentence	Supporting setence
Dialogue 1		
Dialogue 2		

TASK 3

Directions : Complete each sentence by underlineing either "because"because of, "or due to".

Example : They bought the couch (because/because of) it was on sale

1. Sarah want to go to the salon to day (because/because of) her hair needs a trim
2. (because/because of) the changes in the weather, we have decided not to go to the parade
3. Diane missed her flight (due to/because) a traffic delay on her way to the airport
4. (due to/because) my car was stolen, I wili have to rent a car for the next few days.
5. The teacher thinks the students didn't learn the lesson well enough (because/because of) they weren't listening to her

TASK 4

Direction : complete the following sentence by using "because or because of"

1. I can not come to your house ____ it is rain
2. I am afraid _____ a ghost
3. Sinta makes a cake _____ her mom likes it
4. We will joint that community _____ you

5. _____ we never realize him anymore in our life
6. I don't bring an umbrella _____ it is not rain
7. That girl is so smart _____ she never be lazy to study

TASK 5

Direction : complete each sentence by choosing from the clauses, phrases, and words that are available to the box below.

1. We didn't go to the beach because _____
2. The car crashed into the traffic light because of _____
3. Due to _____, the store was forced to closes.
4. They can't have any more candy because _____
5. Jimmy can't reach the ball because _____
 - a. It's too high
 - b. The delay
 - c. It was too cold outside
 - d. A lightning strike on some dead trees
 - e. Her lack of experience
 - f. The poor economy
 - g. The cold
 - h. Bad brakes
 - i. They are in love
 - j. They've eaten too much of it

UNIT 3

WRITING A REPORT.

(Direct and Indirect Speech)

KOMPETENSI DASAR

- 3.26. Menganalisis fungsi sosial, struktur teks dan unsur kebahasaan teks interaksi transaksional yang melibatkan tindakan memberi dan meminta informasi terkait penulisan laporan sederhana.
- 4.26. Menyusun teks interaksi transaksional tulis yang melibatkan tindakan memberi dan meminta informasi terkait penulisan laporan sederhana dengan memperhatikan fungsi sosial, struktur teks dan unsur kebahasaan yang benar dan sesuai dengan konteks penggunaannya di dunia kerja.

INDIKATOR PENCAPAIAN KOMPETENSI

- 3.1. Menjelaskan fungsi sosial teks interaksi transaksional tentang penulisan laporan sederhana
- 3.2. Mengidentifikasi struktur teks interaksi transaksional tentang penulisan laporan sederhana
- 3.3. Menggali informasi dari teks interaksi transaksional tentang penulisan laporan sederhana
- 3.4. Menganalisis teks interaksi transaksional tentang penulisan laporan sederhana
- 4.1. Menyusun outline penulisan laporan sederhana tentang praktik kerja lapangan (on the job training)
- 4.2. Menyusun laporan sederhana tentang praktik kerja lapangan (on the job training).

TUJUAN PEMBELAJARAN

Setelah dan mempelajari materi tentang menulis laporan sederhana, peserta didik dapat menjelaskan fungsi sosial, mengidentifikasi struktur teks, menggali informasi dari teks dan menganalisis teks interaksi transaksional penulisan laporan sederhana serta menyusun outline dan menulis laporan penulisan sederhana tentang praktik kerja lapangan (on the job training) dengan benar dan bertanggung jawab.

URAIAN ISI PELAJARAN

Pada pokok bahasan ini, menjelaskan tentang Writing repor. Bab ini akan menjelaskan pengertian ungkapan writing report, part of writing report. Ountlining the job training dan unsur kebahasan (reported speech)

MATERIAL SUMMARY

WRITING A REPORT

A report is a clearly structured document that presents informatiuon as clearly as possible. Report should be easy to read and professional in presentation. Report is used to help make decision. Report uses research to make recommendation for action. Commonly, there are many diferent types of reports such as busines report, scientitifc report, case study report, policy report, legal report and medical document. Report is a common form of workplace communication, from a simple workplace communication, from a simple work assesment report to the complicated report. Report writing is an assential skill for pfeessional in many field including to give something to someone about information formally.

Writing report is written for a a clear purpose and to a particular audience. Specific information and evidence are presented, analyzed and applied to a particular problem or issue. Here some commonly used heading for report, as follow;

1. Title section

This should briefly but explicity describe the purpose of the report (if this is not obvious from the title of the work). Other details you may include be your name, the date and for whom the report.

2. Abstract

The summary should briefly describe the content of the report. It should cover the aims of the report, what was found and what, if any, action is called for. Aim for about $\frac{1}{2}$ a page in length and avoid detail or discussion, just outline the main point. Remember that the summary is the first thing that ls read. It should provide the reader with a clear, helpful overview of the content of the report.

3. Intrioduction

The introduction sets the scene for the main body of the report. The aims and objetives of the report should be explaines in detail. Any problems or limitation in the scope of the report should be idetified, and

a description of research methods, the parameters of the research and any necessary background history should be included. In some reports, particularly in science subject, separate headings for methods and results are used prior to the main body (Discussion) of the report as described below.

4. Body

This is the main section of the report. The previous section needed to be written in plain English, but this section can include technical terms or jargon from your industry. There should be several sections, each clearly labeled with a subtitle. Information in a report is usually arranged in order of importance with the most important information coming first. If you wish, a discussion section can be included at the end of the main body to go over your findings and their significance.

5. Conclusion

In the conclusion you should show the overall significance of what was been covered. You may want to remind the reader of the most important points that have been made in the report or highlight what you consider to be the most central issues or findings. However, no new material should be introduced in the conclusion.

6. Recommendation

This is where you discuss any action that needs to be taken. In plain English, explain your recommendations, putting them in order of priority.

7. Appendices

Under this heading you should include all the supporting information you have used that is not published. This might include tables, graphs, questionnaires, surveys or transcripts. Refer to the appendices in the body of your report.

Direct and indirect speech

1. Direct speech

Direct speech repeats, or quotes, the exact words spoken. When we use direct speech in writing, we place the words spoken between quotation marks (“”) and there is no change in these words. We may be reporting something that’s being said now (for example a telephone conversation), or telling someone later about a previous conversation.

2. Indirect speech

Reported or indirect speech is usually used to talk about the past, so we normally change the tense of the words spoken. We use reporting verbs like “say”, “tell”, “ask”, and we may use the word “that” to introduce the reported words. Inverted commas are not used.

Exaples

- Dkirect : we will present the paper tomorrow, "said the committe
 - Indirect : the committee said that they wolud present the paper the folowing
-
- Direct : write your full name, please, "said the clerk
 - Indirect : the clerk asked me to write my full name

Direct speech	Indirec speech
Present tense He said, "I present my paper"	Past tense He said he presented his paper
Present Continous He said, "I am presenting my paper	Pas continouse He said he was presenting his paper
Present perfect He said, "I have presented my paper"	Past perfect He said he had presented his paper
Past tense He said, "I presented my paper	Past perfect He said he had presented his paper
Past continouse He was presenting his paper	Past perfect continouse He said he had been presenting his paper
Future tense He said, "I will present my paper	Past future tense He said he would present his paper

- ❖ Direct speech yang diubah menjadi reported speech tersebut dapat berubah
 - Statement (pernyataan)
 - Imperative (command (perintah), invitation (undangan), request (permintaan))
 - Yes/no question (pertanyaan yang membutuhkan jawaban ya atau tidaj)
 - Information question atau wh-question (pertanyaan akan informasi)

- ❖ Contoh kalimat direct dan reported Speech :

Direct Speech	Reported Speech
Statemen I'm not hungry now	He said that he was not hungry at that time
Imperative Menambahkan to	She told me not tu touch her computer

Do not touch my computer	
Yes-no question Menambahkan if/whether Did you eat my cake	She wanted to know if I'd eaten her cake
Information question Who is the winner ?	He asked me who the winner was.

- ❖ Perbandingan time reference pada direct speech dan reported sebagai berikut :

Direct Speech	Reported Speech
Here	There
Last month/year	<ul style="list-style-type: none"> • The month/year before • The preceding month/year • The previous month/year
Next month/year	<ul style="list-style-type: none"> • A month/year later • The following month/year • The next month/year
now	<ul style="list-style-type: none"> • At that time • Then
To day	That day
Tomorrow	<ul style="list-style-type: none"> • A day later • The following/next day
Yesterday	<ul style="list-style-type: none"> • The day after before
Two days/weeks ago	<ul style="list-style-type: none"> • Two day/weeks before • Two days/weeks earlier

- ❖ Contoh kalimat reported speech

Direct Speech	Reported Speech
Will I receive the packet tomorrow ?	He asked if he would receive the packet following day
I have to return the book two days ago	She said that she had to return the book two days earlier

- ❖ Contoh kalimat reported speech

Direct Speech	Reported Speech
Do you have a little time ?	She wanted to know whether I had heard the news
Have you heard the news ?	Keterangan : Jawaban dari pertanyaan pada direct speech : yes, I have atau no, I have'nt

EXERCISES

TASK 1

Match the following for writing a report with their meanings

Terms	Meanings
1. Methodology	a. This is the most important part of many reports and may well be the only section that some readers read in detail. It should be carefully written and should contain a complete overview of the message in the report, with a clear summary of your recommendation.
2. Content page	b. The section sets the scene for your report. It should define the scope and limitations of the investigation and the purpose of the report. It should say who the report is for any constraints, the overall purpose of your report and more specifically what you want to achieve
3. Acknowledgement	c. This will include the title of the report, who has written it and the date it was written or submitted.
4. Introduction	d. This is the main body of the report, where you develop your ideas. Make sure that it is well structured, with clear headings, and that your readers can find information easily. The nature of this section will depend on the brief and scope of the report. It should contain sufficient information to justify the conclusions and recommendations which follow.
5. Terms of reference	e. Thanks to the people or organization who have helped
6. Executive summary	f. This section outlines how you investigated the area. How you gathered information, where from and how much e.g. if you used a survey, how the survey was carried out, how did you decide on the target groups, how many were surveyed, how were they surveyed by interviews or questionnaire?
7. Title	g. As in a book, this lists the headings in the report, together with the page numbers showing where the particular section, illustration etc, can be located.

TASK 2

Arrange the following parts of elements In writing a report into a good order

No	Terms
1.	Methodology
2.	Content page
3.	Acknowledgement
4.	Introduction
5.	Excutive summary
6.	Title
7.	Glosary
8.	Conclusions
9.	Findings/analisis
10.	Recommendation
11.	Appendix

TASK 3

Pair up and write a rough draft of an on the job training report based on the following outline. Consult your teacher if necessary

No	Outline	Meanings
1.	Title	The name of report
2.	Conten page	List of the contents of the report
3.	Acknowledgement	A short summary of a book
4.	Abstract	Statement of an authors thanks to other people
5.	Introduction	Setting out the aims and objectives, term and definition
6.	Background	All your background research
7.	Methodology	Set of the chosen methodolgy and research methods
8.	Findings/analisis	Set oy your main findings
9.	Conclusions	Sum up your findings
10.	Recommendation	List of recommendation from funder
11.	Excutive Summary	Brief statement of the main points
12.	Reference/bibliography	Reference section
13.	Glossary	A list of technical or special words
14.	Appendix	A section giving exstra information

TASK 4

Complete the sentences in reported speech! Note whether the sentence is a request, statement, or question and whether you have to change the tenses or not.

1. I was very tired, she said
She said _____
2. Be careful, Gandhi she said
She told Gandhi _____
3. I will get myself a drink she says
She says _____
4. Why haven't you phoned me? he said
He wondered _____
5. I cannot drive them to the city park, he said
He said _____

TASK 5

Change the following sentences into indirect speech!

1. He said to me, you answered correctly
2. They said we were enjoying the weather
3. He said I will study the book
4. I said to him, I will be waiting for him
5. They said, we are enjoying the weather

UNIT 4

APPLICATION LETTER

KOMPETENSI DASAR

- 3.27. Menganalisis fungsi sosial, struktur, teks, dan unsur kebahasan beberapa teks khusus dalam bentuk surat lamaran kerja, dengan memberi dan meminta informasi terkait jati diri, latar belakang pendidikan/pengalaman kerja, sesuai dengan konteks penggunaannya
- 4.27. Menyusun teks khusus surat lamaran kerja, yang memberikan informasi antara lain jati diri, latar belakang pendidikan/pengalaman kerja, dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasan, secara benar dan sesuai konteks.

INDIKATOR PENCAPAIAN KOMPETENSI

- 3.3. Menjelaskan fungsi sosial teks khusus dalam bentuk surat lamaran kerja
- 3.4. Menemukan struktur teks khusus dalam bentuk surat lamaran kerja
- 3.5. Menggali informasi dari teks khusus dalam bentuk surat lamaran kerja
- 3.6. Menyimpulkan isi teks khusus dalam bentuk surat lamaran kerja
- 4.3. Menyusun kalimat acak menjadi surat lamaran kerja
- 4.4. Menyusun surat lamaran kerja berdasarkan lowongan kerja (job vacancy)

TUJUAN PEMBELAJARAN

Setelah dan sesudah mempelajari teks khusus dalam bentuk surat lamaran kerja, siswa diharapkan dapat menjelaskan fungsi sosial, menemukan struktur teks khusus bentuk surat lamaran kerja, menggali informasi dari teks khusus dalam bentuk surat lamaran kerja dan menyimpulkan isi teks khusus dalam bentuk surat lamaran kerja dengan benar dan tanggung jawab.

URAIAN ISI PELAJARAN

Uraian isi materi pembelajaran ini menjelaskan tentang application letter (surat lamaran kerja), struktur teks, language features dan contoh-contoh surat lamaran kerja.

MATERIAL SUMMARY

A. Application letter

An application letter is the official business letter often included with a job application and/or a typical, successful application letter.

1. Professional style

Application letters are usually and should always be in a officer letter style. Like block style. These letters should be formatted properly.

2. Salutation body

Although many application letters open with a simple sir or madam, the more successful application letters are addressed personally to the hiring manager.

3. Attachments

An application letter is rarely sent to a prospective employer alone, it is usually accompanied by a resume, salary history, list of reference and/or other documentation of achievement.

4. Length

Application letter is rarely sent to a prospective employer alone. It is usually accompanied by a resume, salary history, list of reference, and/or other documentation of achievement.

Text structure application letter

1. Your address

2. The address of the company you are writing to. Use complete title and address don't abbreviate

3. Always make an effort to write directly to the person in charge of hiring

4. Opening paragraph – use this paragraph to specify which job you are applying for. Or if you are writing to inquire whether a job position is open, question the availability of an opening.

5. Always sign the application letter (enclosure" indicates that you are enclosing your resume

B. Job vacancy

Job vacancy is defined as a paid post that is newly created, unoccupied, or about to become vacant.

1. For which the employer is taking active steps and is prepared to taken further steps to find a suitable candidate from outside the enterprise concerned.

2. Which the employers intends to fill either immediately or within a specific period of time.

C. Resume / curriculum vitae (cv)

Curriculum vitae (often shortened CV or Vita) is a written overview of a person's experience and other qualifications for a job opportunity. In some countries, a CV is typically the first item that a potential employer encounters regarding the job seeker and is typically used to screen applicants, often followed by an interview.

EXAMPLES

INTERNATIONAL COSMETIC ONDO JAKARTA

Seeking to appoint an accountant assistant

- Male or female not more than 30 years old
- Academy graduate, minimum 2 years experiences in relevant job
- Fluent in both written and spoken English
- Master in computer system is an advantage

Application in English supported by CV. Recent photograph, education and experience should be sent within 2 weeks to personnel manager, PO BOX 212 JKT, JAKARTA 12000.

CURRICULUM VITAE

Name : Lintang kartika
Date of birth : Januari 12st, 1986
Nationality : Indonesia
Religion : Moeslem
Home address : Jl. Flamboyan utara III/34 Bandung
Phone Number : 0879 6887777
Marital status : Single
Education : - Elementary school (1992-1998)
- Junior high school (1998-2001)
- Vocational high school (2001-2004)
- Accounting academic (2004-2007)
Work Experiences : - 2005 – 2006 (as a part tie accountant in a travel bereau. Reason for leaving : preparation for final semester
- 2006-2007 (worked for various firms in accountancy works; as a private assistant in a law firm for 3 months, in an insurance company for 6 months and in aprivate bank for 6 month (until now)
Language : Beside indonesia, english an chinese

I hereby certify that I am the person whose name appears on this CV

11th march, 200

Lintang kartika

EXERCISES

TASK 1

Answer the folowing questions before you start studying

- What is the letter ?
- Can you mention some kinds of letters ?
- What are the parts of a letter?
- What is a business letter?
- What kind of sentence do we use in letters ?

TASK 2

Listen to the words. The match them with the following parts of a letter.

TASK 3

Jl. Sudirman 73

Yogyakarta february, 2 2010

The human resources departemen manager

Aquila paper

Jl. Selat sunda 4

Jakarta 10510

Dear sir/madam

Please accept my application for the position of sales representative as advertised in the daily newspaper on february 1, 2010.

I am currently working as a sales representative for the women a beauty company and I am keen to obtain a full time position. I hold a certificate in sales and I am ready to undergo further training if necessary. I have enclosed my resume to support my application.

I believe that my skills and experience will enable me to perform the duties well. I am available for an interview at a time convenient to you. I can be contacted by telephone at 08562956479

Your faithfully

Sarah indiana

Question

1. What position is the applicant applying for ?
2. What does the applicant expect after sending the letter ?
3. To whom was the letter sent?

4. How can the applicant be contacted?
5. When did the applicant send the letter?
6. What does the applicant probably do after sending the letter?

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